



Georgia Department of Driver Services
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Nathan Deal
Governor

Robert G. Mikell
Commissioner

MEMORANDUM

TO: Risk Reduction Program Owners and Directors
FR: Kecia Bivins, Division Director of Regulatory Compliance
DA: July 13, 2015
RE: ADE, Incorporated Collection of DUI Assessment Rebate Fees

Regulatory Compliance Division of the Georgia Department of Driver Services (DDS) is pleased to announce that effective August 1, 2015, ADE, Incorporated will be collecting DUI Assessment Rebates on behalf of the DDS. This process change will serve as a more convenient and centralized method for you to make your rebate payments. Once ADE collects the assessment rebate fees from certified programs, the funds will be transferred to the DDS.

The rules and guidelines regarding assessment rebates will remain the same:

- Rebates are \$30 per assessment.
- Rebates are due on the 10th of the following month in which the assessment was taken.
- Rebates are considered late if they are not received by the 15th of the month. ADE will send a late letter for rebates not received by this date.
- If rebates are still not received by the 1st business day of the following month, an administrative fine will be imposed.
- **If you are charged an administrative fine, only the fine amount should be paid to DDS. The past due rebate amount should be paid to ADE.**
- **If you remit a rebate payment to DDS on or after August 1st, we will return your payment to you.**

ADE will accept checks, credit/debit cards, money orders, and cashier's checks as methods of payment. There will be a nominal processing/ service fee if paying via a credit/debit card. If paying via check, money order, or cashier's check there is currently no processing/service fee.

Within the next few days, ADE will be disseminating specific instructions on how to remit your payments.

Although, we are hopeful that this process change will be a seamless transition, we are conducting a pilot prior to statewide implementation. A small number of Programs will be submitting their rebates to ADE beginning in July for assessments taken in June.

We appreciate all that you do to improve driver safety in the State of Georgia. The Regulatory Compliance Division's staff is able to assist you and answer any questions you may have regarding this new process. We may be reached by phone at 678-413-8745 or by e-mail at reginfo@dds.ga.gov.